



Minimize *effort* ...Maximize *e-rate*

Technology Planning

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The Importance of Technology Planning

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Tech Plans in the E-rate application process

- ❑ To get e-rate reimbursements you need to
 1. Be Eligible
 2. Write the **Technology planning** (at least a draft)
 3. File Competitive bidding / Form 470
 4. Calculate discounts
 5. File Funding requests / Form 471
 6. Receive Funding commitments after application review
 7. **Final Tech plan – approved by Tech Plan Approver**
 8. File start of services / Form 486
 9. Invoice USAC / Form 472 or Form 474

Your TPA is Mala Muralidharan – mala@lib.az.us

Why do we need a Tech Plan?

- ❑ **For E-rate reimbursements** - anything more than just plain old telephones (POTS) and basic internet access
- ❑ **For LSTA Grants application** - Information Technology category requires the applicant to have a tech plan
- ❑ **For developing a library's strategic plan** – Technology is a major part of library services. The library strategic plan should include the Technology Plan as a part of the broader plan.

A tech plan's relation to library services

☐ A **road map** documenting library service strategy requiring use of technology

☐ **Integral to**, not separate from, Library Strategic Plan.

— Forces planning

- Measuring current technology, comparing to future needs, mapping the plan of how to get there
- Technology inventory/modernization/planning for future obsolescence

☐ It brings together the stakeholders in a planning process

Can it be changed after approval?

- All approved plans should include provisions for evaluating progress toward the plan's goals, and ideally these assessments should occur on an annual basis.
- A tech plan should be responsive to new and emerging opportunities, open to review and not a static document.
- Hence it can be changed after approval...but

Tech Plan Revisions

- If technology needs change and you want to order services beyond the scope of your existing plan, you must prepare and timely submit a new plan for approval.
- **For small changes you can file an addendum with the TPA and a service substitution with USAC.**
- **Not** needed prior to posting FCC Form 470 , if an existing approved tech plan is in place which covers a portion of the upcoming funding year
- **Not** needed prior to posting FCC Form 470 if using a state FCC Form 470
- **Needed** prior to posting FCC Form 470 , if services are not addressed in the existing tech plan

How many years should a Tech Plan cover?

- ❑ Approved technology plans should cover at least the application year and a period of not more than three years.
- ❑ Long-range planning is important of the effective use of information technology, for very large capital investments, extended commitments.
- ❑ However be aware/cautious of rapid development of new technologies.
- ❑ May be cases in which an approved plan is longer than three years to conform to federal, state or local requirements.
- ❑ It is good practice to review the Tech Plan every year and make addendums as needed.

How will USAC know that the plan is approved?

- ❑ In the Block 5 of Form 470 and Block 6 of Form 471, the applicant must indicate the current status of their technology plan.
- ❑ Tech plan must be **written** at the time of filing of form 470, it **does not** have to be **approved** at this stage.
- ❑ Tech plan must be **approved** by the time of filing of the **Form 486** or within 120 days of receipt of funding commitment, whichever is earlier.
- ❑ The FCC Form 486 requires the applicant to certify that the plan approval has been obtained. The Tech Plan approver is required to provide the applicant with a Certification of Technology Plan approval or similar document.
- ❑ Applicants must retain and be prepared to provide USAC with a copy of this approval document.
- ❑ DO NOT SEND YOUR TECHNOLOGY PLAN TO USAC unless asked.

Elements of Technology Planning

Aleck Johnson
Vice-President
Ed Tech Strategies



Technology Plans

- ▶ Technology plans must be created by the applicant prior to the filing of the Form 470
 - Document this by having a copy with the day and month of creation prominently displayed on the tech plan
 - Must include the following ~~five~~ four elements:
 - Goals/strategy for using technology
 - Professional development strategy
 - Needs assessment
 - Evaluation process
 - ~~Sufficient budget~~

Technology Plans (cont'd)

- ▶ Technology plans need to do more than just list technology upgrades that are planned
 - Document how technology will be used to improve library services
- ▶ Must cover all 12 months of the funding year
- ▶ Must be approved by a certified technology plan approver before the start of services or the filing of the 486, whichever is first
 - ASL the primary approver for AZ libraries
- ▶ Cannot cover more than 3 years

Technology Plan

- No longer required for any Priority 1 services
(Telecommunications Services, Internet Access Services)
- Still required for Priority 2
 - Information on preparing and submitting your technology plan to Tech Plan Approver at <http://www.lib.az.us/erate/tech.aspx>
- **IC and BMIC ONLY** require a tech plan
 - Be aware of potential bucket switches from P1 to P2 (e.g., P1 on premise equipment moved to IC)
- May not be required by E-rate, but remains a best practice

Tech Planning Stakeholders

- ▶ Technology planning helps us buy in/input from a diverse group of stakeholders
- ▶ Library staff - front desk staff, reference staff, IT staff, children and teen librarians, volunteers, another library professional from a library outside your network, in-house patrons, virtual patrons
- ▶ How do we get involvement?
 - interviews, surveys, face-to-face meetings
 - attend other planning meetings
 - review evaluations of existing and new services

Document Retention Requirements

- Draft tech plan and final, approved version
- Tech plan approval letter
- 5 years from the last day of service

Technology Planning Tools

Bob Bocher
Technology Consultant

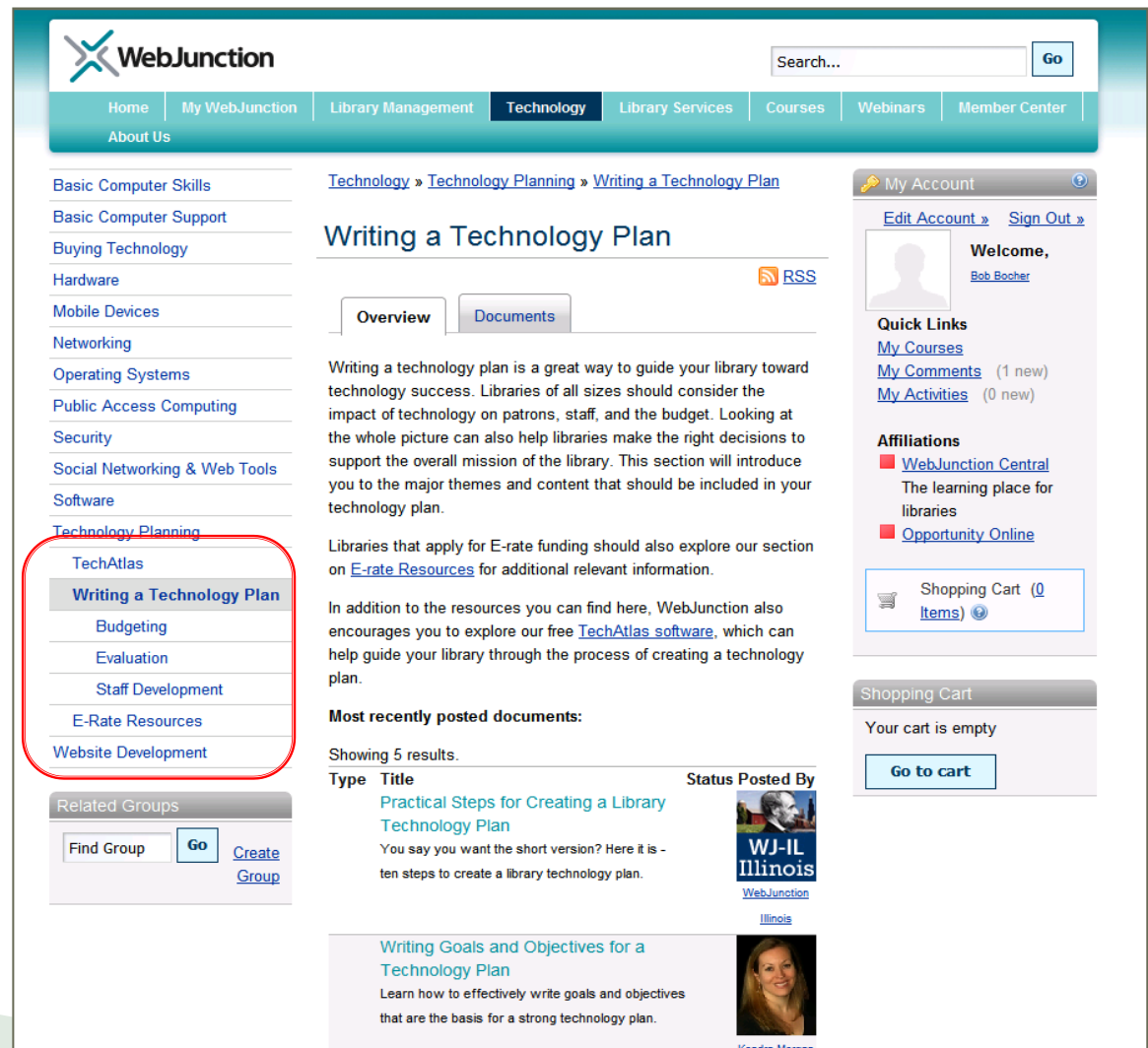
Wisconsin State Library



WebJunction

(<http://www.webjunction.org/techplan-writing/-/resources/overview>)

WebJunction has very good resources to help in updating your tech plan. The site includes several webinars.



WebJunction

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Writing a Technology Plan



Writing a technology plan is a great way to guide your library toward technology success. Libraries of all sizes should consider the impact of technology on patrons, staff, and the budget. Looking at the whole picture can also help libraries make the right decisions to support the overall mission of the library. This section will introduce you to the major themes and content that should be included in your technology plan.

Libraries that apply for E-rate funding should also explore our section on [E-rate Resources](#) for additional relevant information.

In addition to the resources you can find here, WebJunction also encourages you to explore our free [TechAtlas software](#), which can help guide your library through the process of creating a technology plan.

Most recently posted documents:



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Type	Title	Status	Posted By
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	Writing Goals and Objectives for a Technology Plan		 Kendra Morgan

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SLD E-rate Information

(<http://www.usac.org/sl/applicants/step02/>)

The SLD information covers the four elements needed for an approved E-rate tech plan. These include:

1. Goals and strategy for using telecom. and information technology
2. Professional development strategy
3. Assessment of telecom. services, hardware, software, and other services
4. Ongoing evaluation



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Step 2: Develop a Technology Plan

The application process for Schools and Libraries support begins with a technology assessment and a technology plan.

Schools, school districts, and libraries that want to apply for Schools and Libraries support, commonly referred to as "E-rate," must first prepare a [technology plan](#). Beginning with FY2011, technology plans are required only for Priority 2 services (Internal Connections and Basic Maintenance of Internal Connections). An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements.

A technology plan designed to improve education or library services should cover the entire funding year (July 1 to June 30) but not more than three years. The plan must contain the following elements:

- Goals and realistic strategy for using telecommunications and information technology
- A professional development strategy
- An assessment of telecommunication services, hardware, software, and other services needed
- Ongoing evaluation process
- [Beginning with FY2011, this element is not required] Budget resources

The technology plan must be approved by a USAC-certified technology plan approver before discounted services can begin. The state is the certified technology plan approver for libraries and public schools. Non-public schools and other entities that do not secure approval of their technology plan from their states may locate a [USAC-certified technology plan approver](#) here.

Step 2: Develop a Technology Plan

- Basic Telephone Service
- Technology Planning
- Frequently Asked Questions About Technology Planning**

Techsoup

(<http://techsoupforlibraries.org/cookbooks/planning-for-success>)

Techsoup has the highly regarded “cookbook” series which includes:

1. Planning for Success
2. Recipes for a 5-Star Library
3. Small and Rural Libraries

The *Planning for Success* cookbook includes these six sections.

The screenshot shows the Techsoup for Libraries website. The header is red with the Techsoup logo and the tagline "Learning and resources for libraries." Below the header is a navigation bar with links: HOME, GET PRODUCTS, COOKBOOKS, LEARN & SHARE, LIBRARY SPOTLIGHT, BLOG, and ABOUT US. The main content area is divided into two columns. The left column has a "Cookbooks" section with a list of cookbooks: Planning for Success, Planning and Decision Making, Communication and Partnerships, Buying and Deploying Technology, Maintaining and Sustaining Technology, Networking and Security, and Innovation. Below this is a "Recipes for a 5-Star Library" section and a "Small and Rural Libraries" section. The right column features a "Quick Downloads" section with links to the Planning for Success Cookbook (pdf, 3.02 MB) and the Planning for Success Toolkit (pdf, 1015 KB). Below this is a "Printer Friendly" section with a link to the Planning for Success page and a note to keep it green onscreen. The main content area is titled "Cookbooks" and "Planning for Success". It includes a welcome message and a list of six sections: Planning and Decision Making, Communication and Partnerships, Buying and Deploying Technology, Maintaining and Sustaining Technology, Networking and Security, and Innovation. A red bracket on the left side of the page highlights the "Troubles downloading?" section, which contains a link to the Planning for Success page.

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for libraries

Learning and resources for libraries.

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Cookbooks

- > [Planning for Success](#)
- Planning and Decision Making
- Communication and Partnerships
- Buying and Deploying Technology
- Maintaining and Sustaining Technology
- Networking and Security
- Innovation

> Recipes for a 5-Star Library

> Small and Rural Libraries

Troubles downloading?

If you experience any troubles downloading files, [please let us know](#). We're here to help!

Cookbooks

Planning for Success

Welcome to the "Joy of Computing — Planning for Success," a guide for the over-worked librarian. Comprehensive in scope, this online resource brings together the most current ideas and best practices for planning, building, and managing your library's computer technology. "Planning for Success" is not intended to turn you into a networking guru. It's sole purpose is to give you the details you need to know to get your library's technology up and running properly, sustain its growth, and ensure its viability. All of the information contained here is based on the real life experiences and successes of librarians across the country, and is supported by a complete set of online tools. We've also provided many opportunities to link to additional Internet resources so — if you are so inclined — you can learn more about a particular topic.

"Planning for Success" is organized into six key segments. You can go through these segments from start to finish, or go to only specific areas of interest. Here is a brief description of what you will find:

- > **Planning and Decision Making** covers the ins and outs of creating a technology plan that ties to your strategic priorities and goals.
- > **Communication and Partnerships** delves in the fundamentals of day-to-day technology communication from a "techie" and "non-techie" perspective. It also includes some important guidelines for working and collaborating with key stakeholders.
- > **Buying and Deploying Technology** goes through some of the core actions and decisions you need to consider when planning deployments, installations, and upgrades.
- > **Maintaining and Sustaining Technology** offers important insight into the daily management of public computers.
- > **Networking and Security** covers some of the basic standards and practices for ensuring your library's network security.
- > **Innovation** highlights the true value of today's libraries and the role in serving as the center of new community conversations via a much higher level of user interactivity and experiences. If you are ready for Web 2.0, this is a good place to start.

Quick Downloads

- > [Planning for Success Cookbook](#) (pdf, 3.02 MB)
- > [Planning for Success Toolkit](#) (pdf, 1015 KB)

Printer Friendly

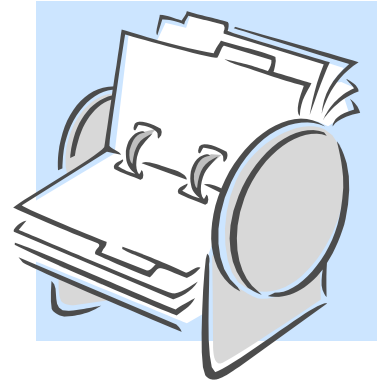
- [Planning for Success](#)

Keep it **green** onscreen: consider the environment before printing.





Questions?



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Thank You!